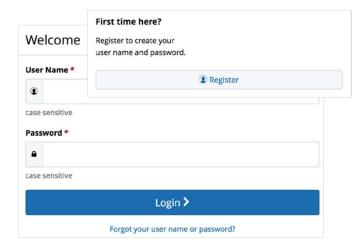
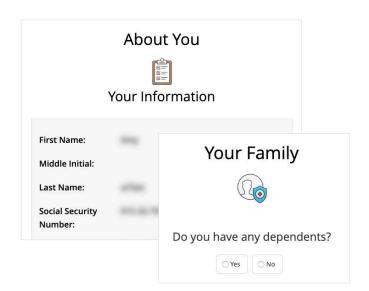
How to Complete Your 2021 Open Enrollment Elections









Enroll October 25th – November 7th LOGIN

Visit <u>www.benefits.mt.gov</u> and click on the red button titled "Click Here to Start Open Enrollment", then login using your User Name and Password. If accessing the website on the State of Montana network, you will automatically enter the system and not be required to register.

First time users: **Register** your User Name and Password and answer a few security questions. The case-sensitive company key is **stateofmontana**. Log-in using your new User Name and Password.

Click on the **Forgot your User Name or Password?** link to reset your login details.

EXPLORE YOUR OPTIONS

Explore the site to learn about your benefits. You'll find helpful information in the **Reference Center**.

The calendar at the top of the **Home** page lets you know how many days you have to complete your Open Enrollment.

▶ START YOUR ENROLLMENT

To begin Open Enrollment, click the **Start Here** button to review your personal information and add or edit any dependents you wish to enroll on State Plan coverage.

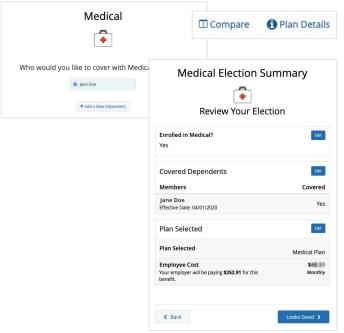
If you are adding Spouse Life for the first time, you will need to add your spouse/domestic partner on the dependent page.

You will need to provide each dependent's legal name, Social Security Number, and birth date to add them to your coverage.*

*You will be required to provide documentation to prove your relationship to each dependent.

Questions?
Health Care & Benefits Division (HCBD)
(800) 287-8266, TTY (406) 444-1421
benefitsquestions@mt.gov
www.benefits.mt.gov
Company Key: stateofmontana





▶ ENROLL IN COVERAGE

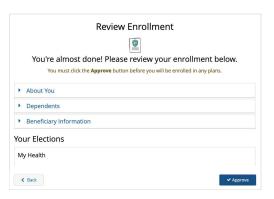
Choose to re-enroll in your current plans, or use the **Next** and **Back** buttons to review and elect options available to you. Choose or decline coverage for each option, and select which family members you want to cover.

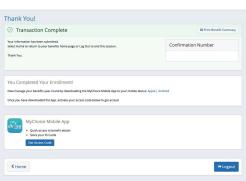
Review plan documents and use the **Compare** and **Plan Details** tools to view details and costs for the options available to you.

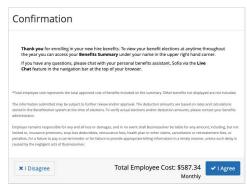
REVIEW AND FINALIZE YOUR ELECTIONS

Make sure your personal information, elections, dependents, and beneficiaries are accurate, then approve your elections.

To finish, click **I Agree**. When your enrollment is complete, you will receive a confirmation number and can print your **Benefit Summary** for your records.











AFTER YOU ENROLL

Return to the **Home** page to check for any additional tasks needed to complete your enrollment, view or download your **2021 Benefit** Summary by clicking **Review** under the **To Do** section next to **Open Enrolment**, and download the MyChoiceSM Mobile App.

Visit this site anytime you want to learn more about your benefits or make a change to your coverage (if you experience a qualifying life event).

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